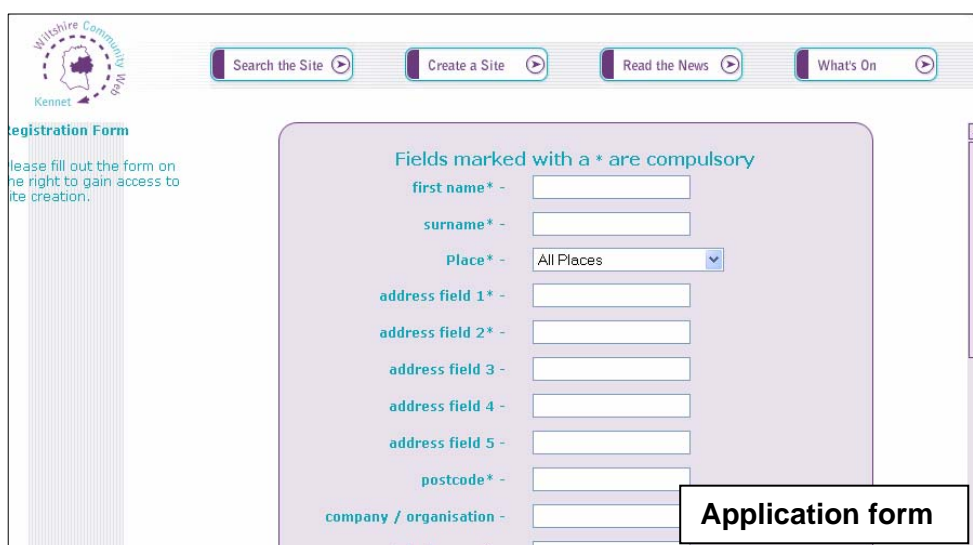---

**LESSON 2**

**Registration**

**Trusted User Status**

To set up a website on www.wiltshirecommunityweb.org.uk you have to be registered as a trusted user. To do this you simply have to register your details with us and agree to our terms and conditions. This is our way of ensuring that only eligible and appropriate individuals are permitted to set up websites.

**How to Register**

From any page at district level, select CREATE A SITE. The Join Now / Login page will appear. From here select the arrow at the bottom of the Join Now section to bring up the terms and conditions for the site. These terms and conditions must be read and accepted before you can continue. At the end of these, select the arrow or text to 'accept'. A further page will appear containing the online application form.



**Application form**

All boxes marked with a * (asterisk) must be completed. As well as personal details, you will also be asked to choose a specific parish. Click on the arrows on the right-hand side of the place box to display a drop-down list. Scroll up and down the list to find the parish you want and then click on it. You should only choose **all parishes** if your site contains information which is directly relevant to people in all areas. So don't, for example, choose **all parishes** if your site is for your village cricket team. The site administrators will check your form before your application is approved.

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At the bottom of the form you will be asked to enter a User ID and password. Enter a user id and password of your choice, for example your name, your group name etc. Please do not enter spaces into your user id or password.

After completing all relevant fields, select the arrow at the bottom of the page to submit your information. If all compulsory fields have been completed, a confirmation page will be displayed. If you have missed any required information, you will be taken back to the application form.

Following this you will receive an email from the site administrator. This may take up to 24 hours, or very occasionally longer if for example you apply over the weekend. As soon as you receive an email from us confirming your user id and password, you can start building your own website!